

Title: Development Services Director

FLSA Status: Exempt

SAFETY STATUS: Non Safety Sensitive Position

BRIEF DESCRIPTION:

The purpose of this position is to ensure compliance with City codes and ordinances and to administer and manage the Flood Plain Management Program. The Development Services Director is responsible for the direction and management of the Development Services Division, including the following Development coordination: Short and long range planning; Infrastructure planning; Land development; Engineer reviews; Infrastructure construction and inspections; Building permits and inspections; Code enforcement; Flood Plain Management and GIS & Mapping. This is accomplished by conducting inspections of residential and commercial properties, maintains inspection and code files, updates ordinances, codes and standards, maintains flood maps and flood studies, and reviews permits to determine building code requirements. Other duties include but not limited to monitoring division expenditures, preparing reports and overseeing building inspector duties. Prepares reports for City Council, P&Z, Board of Adjustments and the City Manager. Represents the City in Municipal Court. Performs other duties as may be specified by the City Manager or the laws of the State of Texas. Regular and reliable attendance is a necessary component of the job.

REPORTS TO:

This position reports to the City Manager

SUPERVISES:

Planner and Code Enforcement Officers

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Enforces codes and ordinances by responding to citizen and contractor complaints; reviews and approves residential, commercial and floodplain construction permit applications; conducts inspections of residential and commercial properties and construction sites; identifies ordinance, code, or zoning violations; conducts random sweeps of neighborhoods; interprets statutes, city codes, ordinances, FEMA and NFIP regulations; issues	40%

		citations and notices of violations; notifies contractors and property owners for compliance procedures; makes recommendations and conducts follow-up inspections for compliance of any previous violations.	
2	L	Maintains records of enforcement activities by identifying code violations at property locations; discusses compliance with potential violators; documents all inspections and contact information of property owners and contractors; tracks progress of violations and compliance; updates International Code Council building codes; maintains Flood Insurance Rate Maps and Flood Insurance Study for the City; informs the public of ordinance changes and building code compliance through the city website.	40%
3	L	Provides managerial and administrative support by ensuring department compliance with standard operating procedures, rules and schedules; provides training for personnel; assigns daily job tasks and assignments; prepares annual evaluation reports; organizes and attends meetings; reviews/updates and enters data for permit applications; responds to customer inquiries and complaints; copies and fax permits to other departments; prepares reports for Council meetings, City Manager, and the Planning and Zoning Commission/Zoning Board of Adjustment; prepares court cases and testifies as needed to represents the interests of the city; coordinates public outreach and education initiatives and acts as a liaison between the community and the City.	20%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Bachelor's Degree from an accredited college or university with a major coursework in Business or Public Administration, or a related field. Master's degree preferred.
Experience	Over one year up to and including three years.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended during interactions. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	Receives Limited Direction: Within this job, the employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. The assignment may be reviewed upon completion. Performance is reviewed

	periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate – Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Class C driver's license, American Institute of Certified Planners (AICP) Certification preferred.

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “X”-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	making presentations, observing work site, communicating with co-workers
Sitting	F	desk work, meetings, driving
Walking	F	to other departments/offices/office equipment, around work site

Lifting	O	files, supplies, equipment
Carrying	O	files, supplies
Pushing/Pulling	O	file drawers, tables and chairs
Reaching	O	for supplies, for files
Handling	O	Paperwork
Fine Dexterity	F	computer keyboard, calculator, telephone pad
Kneeling	R	filing in lower drawers
Crouching	R	filing in lower drawers
Crawling	R	under equipment
Bending	R	filing in lower drawers
Twisting	F	from computer to telephone, getting inside vehicle
Climbing	R	Stairs
Balancing	N	
Vision	C	driving, observing work site, reading, computer screen
Hearing	C	communicating with co-workers and public and on telephone
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	O	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, two-way radio, calculator, measuring wheel, city vehicle, copier, fax machine, computer with associated hardware and software, T-pole driver, hammers, screwdrivers and staple guns.

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	O
Other (see 1 below)	O

(1) Verbal Abuse

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	D
Noise and Vibration	M
Wetness/Humidity	W
Physical Hazards	M

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, Steel-toe boots, leather gloves

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	X
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.